

FL FORM 190-2, Group Application Instruction

Fort Lee Form 190-2 is for use to apply for background check and issuance of long term access credentials for a group of employees, working for a single company under a single contract.

For individual submissions use Fort Lee Form 190-3

This form is to be used by the COR (Contracting Officer's Representative) or GES (Government Employee Sponsor)

DO NOT HAVE THIS FORM PASSED FROM PERSON TO PERSON

This form contains privacy act information, and must be protected.

The COR / GES must collect this information and fill in the form.

The COR / GES must ensure individuals providing the information are aware of the privacy act statement and the acknowledgement.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, USC 3331, 552, 552a; 10 USC 10204; Executive Orders (EO) 10450, 10865, and 12333.

PRINCIPAL PURPOSE: The information requested is for the purpose of granting access to the Fort Lee Installation.

ROUTINE USES: Basis for determination of qualifications and background information for eligibility for access to Fort Lee Installation. The Social Security Number (SSN), required for record accuracy, is requested pursuant to EO 9397.

DISCLOSURE: Providing requested information, to include your SSN is voluntary. However, your access may not be granted if all requested information is not provided. Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in performance of their official duties. Deliver this document directly to the intended recipient. DO NOT drop off or send to a third-party. This document contains personal or privileged information and should be treated as "For Official Use Only (FOUO)".

It is the COR / GES responsibility to ensure proper notification is given when any person or company is no longer serving in the capacity indicated in the request.

NOTE: Access credentials will be issued for a period not exceeding the lessor of:

- a) 1 year
- b) Expiration of contract
- c) Expiration date of the ID of the individual.

Submission:

The Fort Lee Form 190-2 can be submitted the following 2(two) methods:

1. The COR / GES can digitally sign the form, and send it encrypted and digitally signed, from their ".mil" email account.
 - a. Send to: usarmy.lee.imcom.list.des-access-control-forms-submissions@mail.mil
2. Non-CaC holders Sign the form and personally hand deliver it.

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ACKNOWLEDGEMENT STATEMENT

1. I understand that I must give the Fort Lee Visitor Control Centers **consent to an initial criminal history and periodic background screenings** prior to and after the issuance of an installation access card/pass by completing Fort Lee Form 190-3. Failure to do so will result in the termination of the application process. I further understand that these background screenings will determine my eligibility for access and continued access during the term of my visit.

a. I understand that my **access may be revoked** at anytime without reason or notice.

b. I understand that I must **properly care for my cards/pass** to prevent damage, or unnecessary wear.

c. I understand that it is **prohibited to allow someone else to use my card/pass**.

d. I understand that my card/pass **must be turned in** to the Installation Access Office once it has expired or further use is not required.

e. I understand that I **must immediately report any lost, damaged or stolen card/pass** to my sponsor and the military police.

f. I understand that my card/pass must be controlled at all times. If you have and or know where your card/pass is, then it is considered secured! If your card/pass is lost or unrecoverable, please notify your sponsor immediately.

2. I have read and understand the instructions listed above.